

RESEARCH ANALYST I (GENERAL)

OPEN EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL OPEN FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

POSITIONS EXIST

The majority of positions exist in Sacramento; however, a limited number of positions exist throughout the State.

POSITION DESCRIPTION

Research Analyst I (General) (RA I) is the entry-level class of the Research Analyst series. Under direct supervision of a Research Manager or working with a lead analyst, the RA I assists in research projects using knowledge of the research process, proven data collection techniques, research terminology, and statistical analysis. The RA I may act independently but works predominantly as part of a team. Common tasks include data collection, entering survey data, verifying and validating previously entered data, and summarizing results in writing. The RA I employs a variety of survey methods such as telephone, direct mail, and the Internet. The RA I also works directly with customers to explain or clarify published data and may assist other team members in conducting customer focus groups. The RA I is encouraged to progress to the full journey level class, Research Analyst II, after satisfying required time and demonstrating ability as a RA I.

SALARY RANGE

\$3106 - \$4670 per month

EXAMINATION DATES

Final Filing Date: **FRIDAY, NOVEMBER 7, 2008**

Anticipated Written Test Date: Saturday, January 24, 2009

WHO SHOULD APPLY

Persons who meet the minimum qualifications as stated on this bulletin should apply. This is an open examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

Employment Development Department
Human Resource Services Division
Attention: RA I Exam
P.O. Box 826880, MIC 54
Sacramento, CA 94280-0001

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Note: All Applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. **Applications received without this information may be rejected because of incomplete information.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**SPECIAL TESTING
ARRANGEMENTS**

If you need special testing arrangements, please complete question 2 and/or 3 on page 1 of the Exam Application (STD 678). You will be contacted to make specific arrangements.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

**REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION**

Note: All applicants must meet the education and experience requirements for this examination **by the written test date**.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

EITHER I***Minimum
Qualifications***

Education: Equivalent to graduation from college with any major, but with extensive course work in an area appropriate to the parenthetical specialty, such as economics, psychology, sociology, demography, geography, anthropology, statistics, or a related research-oriented field. (See individual parentheticals.) This must include or be supplemented by at least one course in statistical methods.

(Registration as a senior in a recognized institution of higher education will admit applicants to the examination but they must produce evidence of graduation before they can be considered eligible for appointment.) (Work experience in the California state service performing technical research-related duties appropriate to the parenthetical specialty may be substituted for the required education on a year-for-year basis.)

OR II

Six months of experience performing research-related duties in the class of Management Services Technician, Range B, and twelve semester or eighteen quarter units of college courses in economics, psychology, sociology, demography, geography, or a subject closely related to the work.

or

Twelve months of technical research-related duties in a class equivalent to that of Crime Studies Technician I.

***Individual
Parenthetical***

NOTE: Incumbents in this parenthetical (General) are distinguished from other Research Analysts by being required to perform any combination of the general research and statistical duties listed in the Definition of Series. The depth of knowledge required in any one discipline is not as pronounced as found in other areas. This parenthetical is most appropriate for those settings requiring a broad understanding of basic research and statistical methods and ability to synthesize data from a variety of disciplines. The general classes require an overall comprehension of research methodology and statistical procedures.

**SPECIAL PERSONAL
QUALIFICATIONS**

Willingness to do routine or detailed work in order to learn the practical application of research principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or relevant non-school activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility; flexibility; ability to work effectively with others.

**VETERANS
PREFERENCE CREDIT**

Veterans preference credit will be added to the final score of those competitors who are successful in this examination, and who qualify for and have requested these credits. Due to the changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference credit. (Please refer to page 4 for additional information.)

CAREER CREDITS

This is an open examination. Career Credits do not apply for this exam. (Please refer to page 4 for additional information.)

**EXAMINATION
INFORMATION**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

WRITTEN TEST ONLY - WEIGHTED 100%

Candidates will be required to complete a written test consisting of multiple choice questions. The test will consist of two segments:

- Mathematics and Statistics
- Research and Statistical Principles and Methodology

CANDIDATES WHO DO NOT APPEAR ON THE DATE AND/OR TIME OF THEIR SCHEDULED WRITTEN TEST WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

**SCOPE OF THE
EXAMINATION****A. Knowledge of:**

1. Research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used in research.

B. Ability to:

1. Gather, compile, analyze and interpret data.
 2. Prepare research and statistical reports.
 3. Analyze written and numerical data regarding general problems.
 4. Communicate effectively.
 5. Reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex problems.
 6. Develop and evaluate alternatives.
 7. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
 8. Gain and maintain the confidence and cooperation of others.
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**INQUIRIES ABOUT
THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 on this bulletin for additional examination information. All inquiries about this examination should be directed to Jenevra Murphy at (916) 654-9203 or Venus King at (916) 651-9399. In addition, examination information can also be obtained on the internet at www.edd.ca.gov.

The EDD maintains a 24-hour recorded Automated Call Processing System. This system provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch tone telephone, call (916) 654-6869.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the EDD at (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application notice and/or **THREE DAYS PRIOR TO THE WRITTEN TEST DATE** if he/she has not received his/her notice to appear for the written exam. If a candidate's notice of testing fails to reach him/her prior to the day of the test due to a verified postal error, he/she will be rescheduled upon written request.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

CAREER CREDITS: Career credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

VETERANS PREFERENCE: California law allows granting of veterans preference credit in Open and Open, Non-promotional examinations. Credit in open entrance examinations is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans, widows and widowers of veterans, and spouses of 100% disabled veterans. Credit in Open, Non-promotional examinations is granted as follows: 10 points for disabled veterans and five points for other veterans. Directions for applying for veterans preference credit are on the Veterans Preference Application (Form 1093) which is available from the Department of Veterans Affairs, P.O. Box 942895,

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Web site: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Sacramento, CA 94295-0001, and participating offices of the Employment Development Department, and on the Internet at www.spb.ca.gov.